

Michigan Transportation Research Board Executive Committee Meeting

Meeting Notes March 22, 2005

Attendance Jon Reincke, Rick Hammond, Aarne Frobom, Starr Kohn, Gary Taylor, Mumtaz Usmen, Ron Harichandran, Pietro Semifero, Andre Clover, Don Cameron, Victor Li, and Candice Andre.

Meeting Overview
(25 words or less) Mumtaz Usmen conducted the beginning of the meeting and officially passed the moderator role to Ron Harichandran, the chair nominee of the MTRBEC, for the remaining discussion. The executive committee focused on establishing invitations and formatting for the first MTRB meeting. Charges for the first year of the MTRB were discussed.

- Meeting Notes**
1. Mumtaz Usmen reviewed the official nomination slate for the MTRBEC:
 - Ron Harichandran was nominated as chair.
 - Gary Taylor was nominated as vice chair.
 - Gerald Rowe was nominated as secretary/treasurer.
 - Starr Kohn will email the nomination slate to all executive committee and action team members for ratification.
 2. Introduction of new members – Pietro Semifero from the Michigan Office of Highway Safety Planning (OHSP).
 3. Approval of the meeting notes from the March 1st meeting:
 - Mumtaz Usmen will send out final invitation for the MTRBEC, including a notification date to get a final list of executive committee members.
 - Jon Reincke will get the Summit 2004 invitation list and send to Candice Andre for inclusion in the MTRB invites.
 - Jon Reincke has a list of Michigan members in the national TRB. There was no contact information included, but he is researching that information. The list only includes Michigan members that act on TRB committees.
 - Rick Hammond checked the Aeronautics building availability for the first MTRB meeting dates. June 9, 2005 is not an option due to the auditorium being reserved for another function. June 6, 7, 8, 10 are still available. Tuesdays are not good for the County Road Commission members due to department meetings. The first MTRB meeting will be held Wednesday, June 8, 2005 AM. Rick Hammond reserved the auditorium and meeting rooms needed for breakout sessions.
 - Mumtaz Usmen sent an email to Kirk Steudle requesting Director Jeff

to speak at the first MTRB meeting. He will resubmit the same email with the new meeting date.

- Gary Taylor has left a detailed message concerning the use of the TRB acronym with his TRB contact and will inform the committee once he receives a response.
- Mumtaz Usmen will propose to Kirk Steudle at the March 29, 2005 Moderators' meeting that the 6 months of MDOT support for the MTRB start at the June 8th meeting.
- Mumtaz Usmen and Ron Harichandran will meet to exchange all needed documents/information from the Research and Evaluation Action team to advance with the MTRB.

4. Ron Harichandran led the committee discussion on the invitations to the first MTRB meeting:

- Process for establishing a list of invitations:
 - All executive committee members will generate a list of contacts from their own organizations, partners and clients and send to Candice Andre by April 1, 2005.
 - Jon Reincke will focus on Highway contacts.
 - Aarne Frobom will focus on Planning and logistics contacts.
 - Rick Hammond will focus on Aeronautic contacts.
 - OHSP will include award recipients on contact list.
 - Members must include all modes and users of the system, not just highway agencies and researchers.
 - Contacts on the list of Michigan TRB members will be invited.
 - Contacts on the list of the 2004 Summit attendees will be invited.
 - All members of the Research and Evaluation Action Team will be invited.
 - Moderators from each of the other Summit action teams will be invited. Mumtaz Usmen will request a list of all action team moderators at the March 29, 2005 Moderators' meeting.
 - Need to start a contact list for the MTRB, the executive committee of the MTRB, and the action team.
 - Must get more multi-modal involvement on the Board. Executive committee should make personal contacts with any organizations that would cover this involvement. Mumtaz Usmen will discuss multi-modal involvement at the March 29, 2005 Moderators' meeting. Kirk Steudle should be asked to invite automotive people.

5. Review of draft invitations for MTRB meeting:

- MDOT members of the executive committee will be added to the executive committee list on the left side of the invitation.
- There will be no letterhead or logo shown on the invitation.
- The invitation will include a brief (2-sentence) overview of the benefit of participating and product of the Board.
- Contact information will be listed for the 3 officers of the MTRB.

- Directions and agenda/program for the first MTRB meeting will be attached to the invitation.
 - Invitations will be distributed mainly through email. Mumtaz Usmen will discuss with Kirk Steudle MDOT funding for any hard-copy mailings needed.
 - Ron Harichandran will revise the invitations and distribute to the executive committee for review.
 - The agenda/program will include the list of questions to be discussed in the breakout sessions to give the attendees a chance to brainstorm before the meeting.
6. Finalize general format of the MTRB meeting:
- Meeting will be held from 9 a.m. to noon on June 8, 2005 at the Aeronautics Building in Lansing, Michigan.
 - Program:
 - Welcome: Ron Harichandran.
 - Kick-off speaker: Hopefully Director Jeff, with a back-up of Kirk Steudle or Larry Tibbits. Mumtaz Usmen will talk to Kirk Steudle about scheduling the speaker.
 - Mumtaz Usmen will present a brief overview of the charter/goals of MTRB.
 - Ron Harichandran will present a charge for the first year, including information on the year-end deliverable (may show draft preliminary outline of report). A flow-chart of the first year activities will be presented. Proposed MTRB committees will be presented - plan is to have research needs identification, research implementation and dissemination, and research management and evaluation committees. It is important to present a clear vision so attendees will leave the meeting excited about participating on the Board.
 - Coffee break.
 - Breakout sessions.
 - Breakout sessions will consist of discussing 3-4 questions dealing with transportation research (research topics, research infrastructure, implementation). The executive committee members are responsible for drafting a list of questions and sending to Ron Harichandran by March 25, 2005. Members should keep the 4 initial implementation plans in mind while drafting questions.
 - There will be three sessions based on stakeholder groups to create synergy and attendees will be allowed to self-select the session they want to attend. The three stakeholder groups are: research sponsors, scientific and technical experts, and users/affected parties.
 - Sessions will mainly focus on brainstorming, not prioritizing ideas. Attendees should focus on the broad sense of what is needed to improve the transportation research system

(research program management, funding and allocation, needs identification, evaluation, dissemination, etc.).

- Don Cameron and Jon Reincke or Calvin Roberts or Andre Clover will moderate research sponsors session.
- Scientific and Technical experts session will be moderated by Victor Li and Gary Taylor or Kris Mattila.
- Rick Hammond and Mumtaz Usmen will moderate Users/Affected parties session.
- Flip charts and post-its will be used in the sessions for recording ideas.
- Report session:
 - Moderator/recorder of each breakout group will give a short report on the main points for each breakout session question.
 - Question and answer period.
- An executive summary of the meeting will be created and sent to all attendees.
- Ron Harichandran will draft a meeting program and circulate to the executive committee and action team for review.
- Rick Hammond is the contact person for any supplies, room set-ups, refreshments, etc. for the meeting. He will figure out the cost of the meeting set-up for future dates.
- Nametag and check-in desk will be required for meeting. Candice Andre can help man a registration table during the meeting.
- Attendees will receive an evaluation sheet to complete for the meeting consisting of the following questions:
 - Are you willing to serve on a committee?
 - Will you be participating in the MTRB in the future?
 - Primary interest in MTRB (research needs, implementation, management, etc.)?
 - What features of this meeting did you like? What improvements do you suggest for future MTRB meetings?
- Executive board members need to be available to help with logistics throughout the meeting.

7. Next MTRBEC meeting:

- Meeting will be held immediately following the MTRB meeting on June 8, 2005 at the Aeronautics Building in Lansing, Michigan. Rick Hammond will order lunches for those attending.
- Will refine the results of the breakout sessions, create committees, and charge committees with tasks.
- Focus on executive summary to distribute to MTRB meeting attendees (not too extensive, bullet form).

8. Next MTRB meeting:

- Committees should meet before the meeting to accomplish responsibilities.
- Committees will report on findings.

- Tentatively schedule for late fall 2005 or winter 2006. Should strive to schedule within 6 months of the June 8th meeting to have MDOT support.
9. Executive committee or action team members should moderate committees to allow for communication between the committees and the executive committee.
- The chairs of the committees will be responsible for relaying the committee's charge and ensuring it is accomplished.
 - Committees will focus on specific topics derived from the broad discussions at the first MTRB meeting.
 - Committees will be specific, but should try to include members of each stakeholder group.
 - Will limit committees to about 6 at the beginning to keep activities manageable.
 - The responsibility of each committee should not be vague, but not too restrictive so as to discourage involvement in the Board.
 - Committees should feel they have ownership in the Board and their involvement will make a difference.
 - May evolve into committees with subcommittees focusing on very specific topics.
10. Year-end deliverable:
- Report on MTRB findings for making the Michigan transportation research system more effective.
 - Itemized list of ideas that have come from the board committees on research topics, management plans to reach goals, etc.
 - Production of the report before the next Transportation Summit is desirable and this may put a time constraint on the final deliverable. Mumtaz Usmen will ask about plans for future Summits at the March 29, 2005 Moderator's meeting.
11. Comments on goals of the MTRB:
- Members need to focus on what is required to help transportation research in Michigan.
 - Emphasize on mechanisms for moving research forward, making Michigan a leader, evaluation and implementation.
 - It is important to translate research into process, but the Board should also focus on long-term research - good research that can result in really good technology. The Board has a platform to present and support long-term research.
 - Make sure research needs are heard, even though the sponsor may not be in a position to take any action.
 - In addition to championing research, the Board should help create relationships between researchers and customers.
 - Must be careful to not champion a narrow research need because the board will be labeled under the specific research need.

- AASHTO group that solicits and evaluates technologies and recommends technology can be used as a resource.
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Action Items

1. Starr Kohn will email the nomination slate to all executive committee and action team members for ratification.
 2. Mumtaz Usmen will finalize if a member of the MAR will be a part of the executive committee.
 3. Mumtaz Usmen will send out final invitations for the MTRBEC, including a notification date to get a final list of executive committee members.
 4. Jon Reincke will get the Summit 2004 invitation list and send to Candice Andre for inclusion in the MTRB invitee list.
 5. Mumtaz Usmen will resubmit the email to Kirk Steudle requesting Director Jeff to speak at the first MTRB meeting with the revised meeting date.
 6. Mumtaz Usmen will discuss the following issues with Kirk Steudle at the March 29, 2005 Moderators' meeting:
 - The 6 months of MDOT support for the MTRB start at the June 8th meeting.
 - Request a list of all action team moderators to invite to the MTRB meeting.
 - Any plans for future Transportation Summits.
 - Ideas for bringing more multi-modal involvement to the MTRB.
 - Funding for any hard-copy mailings of invitations to the first MTRB meeting.
 7. Mumtaz Usmen and Ron Harichandran will exchange all needed documents/information from the Research and Evaluation Action team to advance with the MTRB.
 8. All executive committee members will generate a list of contacts from their own organizations, partners and clients to invite to the MTRB meeting and send to Candice Andre by April 1, 2005.
 9. Ron Harichandran will revise the MTRB invitations and distribute to the executive committee for review.
 10. All executive committee members will send Ron Harichandran suggestions for the breakout sessions' questions by March 25, 2005.
 11. Ron Harichandran will draft a MTRB meeting program and circulate to the executive committee and action team for review.
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**Proposed
Agenda Topics
for Next
Meeting**

1. Will be distributed at a later date.
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**Next Meeting
Date**

MTRBEC meeting scheduled for the afternoon of June 8, 2005 immediately following the MTRB meeting.

MTRB Executive Committee Meeting

March 22, 2005
9:00 a.m. to noon
MDOT Aeronautics Building
2700 Airport Services Drive, Lansing, Michigan

AGENDA

Meeting Focus: Plan the first MTRB Meeting

1. Introduction of new members
2. Approval of the meeting notes from the March 1st meeting
3. Finalize date (June 7 or 9?) and venue
4. Invitations: Process for establishing a list
5. Finalize general format of meeting: Plenary and breakout sessions; topics; moderators; presenters
6. Assign MTRBEC members to contact moderators and establish sessions
7. Set time frame for the next meeting of the Executive Committee